



DEFENSE LOGISTICS AGENCY
DEFENSE NATIONAL STOCKPILE CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 3229
FT. BELVOIR, VIRGINIA 22060-6223

Cliff
Bob
Kenny
file

IN REPLY
REFER TO

DNSC-D

September 26, 2003

MEMORANDUM FOR ALL DNSC SUPERVISORS

SUBJECT: Work Related Injuries

When a civilian employee is injured as a result of work, supervisors have certain basic responsibilities:

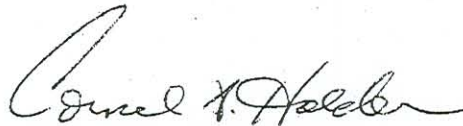
- a. If the employee requires emergency medical treatment, ensure that he or she receives immediate care.
- b. If the employee's injury results from a specific event or series of events during one day or shift, provide him or her with a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. If the employee develops a condition due to prolonged exposure lasting more than a day or shift, provide him or her with a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation. Advise the employee to complete and return the form to you as soon as possible, but not later than 30 days after the injury.
- c. If the employee has a traumatic injury (a specific event or series of events during one day or shift), provide him or her with a Form CA-16, Authorization for Examination and/or Treatment. This form should be issued within four hours of the injury, whether or not the claim appears valid. For questionable claims, box 6b should be checked to indicate its doubtful nature. Only one Form CA-16 may be issued per traumatic injury. A form CA-16 may not be issued for past medical care, except within 48 hours after emergency treatment.
- d. When you receive the employee's completed Form CA-1 or CA-2, check to see that it is complete and that the facts are consistent. You need not have witnessed the injury to agree with the stated history. Complete the supervisor's section of the form and forward it to Ms. Annie Evans, Injury Compensation Program Administrator (ICPA), immediately, whether or not you feel that the claim should be approved. If you have specific information, which cast doubt on the claim's validity, you may challenge it and supply supporting information, but you must still forward the claim promptly. Failure to do so can result in a fine, imprisonment, or both, under 20 CFR 10.23(c).
- e. If the employee has a traumatic injury, explain that he or she is entitled to Continuation of Pay (COP) for absence(s) due to disability or obtaining medical treatment, for not more than 45 calendar days following the injury. Any such absence needs to be supported by medical documentation. The specific COP periods should be clearly indicated on the time and attendance sheets, whether the employee loses entire days or only a few hours of a day. If you are unfamiliar with the COP provisions, contact the ICPA for further information.



f. If the employee's physician indicates he or she can perform only limited duty, try to accommodate the medical restrictions. Keeping a partially disabled employee in the work place tends to speed his or her recovery, which benefits the employee and reduces agency costs. If the employee is totally disabled, or if you are unable to accommodate the restrictions, maintain contact with the employee during his or her absence from work.

g. You should notify Ms. Donna Estep, Ms. Donna Carr, or ICPA, promptly of all injuries and refer the injured employee to them if further assistance is needed. The ICPA will be able to assist you and the injured worker throughout the course of the injury claim. As well as provide basic training, which can help, you become more familiar with what to do when one of your employees is injured at work. You can also process forms through DNSC-R Point of Contact: Aviva Rogozinski.

h. To further assist you in the process, each form can be obtained through FormFlow, located under miscellaneous forms. Please contact Ms. Donna Carr, commercial 703-767-8110 or Ms. Donna Estep, commercial, 703-767-8105. Our DSN is 427.



CORNEL A. HOLDER
Administrator



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DNSC-EE (Jason D Boynton 908-707-4352)

08 Mar 05

MEMORANDUM FOR: Mr. Kevin Reilly/ Stephen Surface

SUBJECT: Memo Dated 26 Sep 03 "Work Related Injuries"

In reference to memo dated 26 Sep 03, addressed to all DNSC Supervisors, the following correction needs to be addressed. Paragraph g. referencing contact person for DNSC-R needs to be amended. Mrs. Lavern Johnson is now the new contact person which replaces Mrs. Aviva Rogozinski. Please make the appropriate changes.

Jason D. Boynton
Health & Safety Manager
908-707-4352